

# Accounting Specialist



**Job Code:** 1532  
**Grade:** 125  
**Reports to:** Comptroller  
**Salary Range:** \$42,322 - \$64,768  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs difficult professional work involving the preparation and/or maintenance of complex financial or related records, and technical and administrative work in the maintenance and preparation of financial records and data; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification provides accurate, timely personnel information, services, and financial system training to City employees in the use of automated business systems. The employee has significant latitude for independent judgment and initiative and performs more complex or specialized duties than does the Senior Accounting Technician classification. Work is performed under general supervision.

## **ESSENTIAL FUNCTIONS**

Coordinates, administers, and performs accounting, payroll, financial aid, fixed asset, and cash management functions; assists with departmental financial operations; prepares and maintains detailed records and files.

## **EXAMPLES OF WORK**

- Audits and processes vendor invoices for assigned accounts; ensures all documents have been properly authorized and coded; reconciles payments/charges to vendor statements; pays all PO's and resolutions.
- Assists in new and modified/enhanced systems implementations and upgrades; provides training to City staff in system use and procedures accordingly.
- Tracks and accounts for the City-wide fixed assets maintenance and reporting functions; retires outdated assets; functions as primary liaison regarding fixed asset issues; responsible for periodic City-wide physical fixed asset inventory reconciliation.
- Researches and performs follow-up regarding errors and/or discrepancies identified in department financial records and documentation; provides correction and resolution accordingly.
- Performs monthly reconciliation of City-wide credit card accounting statements.
- Audits and balances week check run; maintains check log; performs check signing functions; investigates and issues stop payment requests; determines if re-issuance is warranted.
- Performs processing, research and follow-up in resolving all issues related to checks written to the City and returned for insufficient funds; maintains an accurate audit trail of resolution and communications between check issuer and the City accordingly.
- Performs monthly utility allocation to ensure all utilities and telephone billing is expensed accurately according to the various City departments.
- Develops and updates City-wide step-by-step procedures and manuals for various accounting and payroll processing tasks.
- Provides training to City employees in accounts payable, online purchasing, processing requisitions, and generating reports; responds to inquiries and concerns within scope of knowledge and authority.
- Participates in all aspects of processing City-wide payroll; prepares detailed reports.
- Performs related tasks as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of principles and practices of accounting; thorough knowledge of accounting terminology, methods, and equipment; thorough knowledge of City, state, and federal payroll and related regulations; general knowledge of generally accepted accounting principles and standards; general knowledge of audit practices; thorough knowledge of standard office procedures, practices, and equipment; ability to establish and maintain effective working relationships with departmental supervisors, vendors, employees, and the general public; ability to prepare, analyze, and evaluate complex financial reports; ability to establish and follow work procedures; ability to communicate ideas effectively, both orally and in writing.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with an Associate's Degree with coursework emphasis in Accounting or related field, and three (3) to four (4) years of progressively responsible and knowledgeable experience in bookkeeping or accounting procedures in an automated business systems environment; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, fingering, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS**

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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